R E P O R T R E S U M E S

ED 017 838 AC 002 070

JOB ANALYSES.

BY- JONES, HAROLD E.
KANSAS STATE UNIV., MANHATTAN, EXTENSION SERVICE

PUB DATE 64

EDRS PRICE MF-$0.25 HC-$2.20 53P.

DESCRIPTORS- *EXTENSION EDUCATION, *EXTENSION AGENTS, *JOB ANALYSIS, *ADMINISTRATIVE PERSONNEL, SPECIALISTS, ADMINISTRATIVE ORGANIZATION, EMPLOYEE RESPONSIBILITY, QUALIFICATIONS, SUPERVISORS,

THE JOB ANALYSES WERE COMPOSED FROM ACTIVITY RECORDS KEPT BY EACH PROFESSIONAL EXTENSION WORKER IN KANSAS. JOB ANALYSES ARE GIVEN FOR THE ADMINISTRATION (DIRECTOR, ASSOCIATE DIRECTOR, ADMINISTRATIVE ASSISTANT, ASSISTANT DIRECTOR, SATE LEADERS AND DEPARTMENT HEADS), EXTENSION SPECIALISTS, DISTRICT AGENTS, AND COUNTY EXTENSION AGENTS. DISCUSSION OF EACH JOB INCLUDES DETAILED DESCRIPTIONS OF LOCATION IN THE ORGANIZATIONAL STRUCTURE, NATURE AND PURPOSE OF WORK, MAJOR DUTIES, AND QUALIFICATIONS. (PT)

R Bruce

ED017838

Job Analyses

EXTENSION SERVICE • KANSAS STATE UNIVERSITY

1964

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

AC00070

FOREWORD

During 1964, as a first step in the development of written job descriptions, each professional Extension worker in Kansas was asked to keep a record of his activities for a specified period of time, examine his monthly reports and daily calendar and write an analysis of his particular position.

Upon completion of the written position analyses, committees of county workers and central staff members combined the various position analyses into appropriate job categories. The following job analyses are the result of this effort.

These job analyses represent an attempt to take a close look at what Extension staff members are doing currently. They should not be confused with Job Descriptions, which describe the job as it should be done.

Harold E. Jones

Harold E. Jones
Director
Kansas Extension Service

TABLE OF CONTENTS

	Page
FOREWORD	1
Job Analysis - Extension Administration	1
Director	1
Associate Director	10
Administrative Assistant	12
Assistant Director	13
State Leaders and Department Heads	20
Job Analysis - Extension Specialist	24
Job Analysis - District Agents	27
District Agricultural Agent	27
District Home Economics Agent	31
Job Analysis - County Extension Agents	37
County Agricultural Agent	37
County Home Economics Agent	41
County Club Agent	48

JOB ANALYSIS - EXTENSION ADMINISTRATION

JOB	Professor; Director, Division of Extension, Kansas State University.
LOCATION IN THE ORGANIZATIONAL STRUCTURE	Responsible and accountable directly 1) to the Dean of Agriculture, Kansas State University, and 2) to the Secretary of Agriculture for all projects, plans of work, annual reports, personnel, budgeting and other matters involving Federal funds.
NATURE AND PURPOSE OF WORK	Responsible for the administration and the educational programs of the Division of Extension which includes the Cooperative Agricultural Extension Service and the Department of Continuing Education. As Director of the Cooperative Agricultural Extension Service, has primary accountability for all Smith-Lever, A.M.A. and other Federal funds made available by the Congress of the United States for Cooperative Agricultural Extension work within the State of Kansas. In addition to funds available for staff salaries, travel, equipment, supplies and printing; this also includes penalty mail, retirement benefits, health and accident benefits programs, torts claims, and the provisions of the Hatch Act. As educational representative of the USDA, the Director of the Cooperative Agricultural Extension Service is responsible for educational work for all USDA agencies having programs within the State. As Director of the Cooperative Agricultural Extension Service, is responsible for conducting in cooperation with the County Agricultural Extension Councils Extension programs in each of the 105 counties of the State. As Director of the Cooperative Agricultural Extension Service, he serves as a member of the State Agricultural and Stabilization Committee; State Soil Conservation Committee; State FHA Advisory Committee; Governor's Interdepartmental Committee on Aging; and other organizations wherein program coordination is needed. As Director of Continuing Education, he is responsible for the coordination of this work among the various Colleges at Kansas State University and also for coordination with the other State Colleges and Universities.

He advises the Dean of Agriculture and, through the Dean, other administrative officers of the University in the development of Extension programs and of problems needing solution through research and resident instruction.

He has primary responsibility for public relations with the many groups cooperating with Extension on educational programs in Kansas.

He works with Directors of other State Extension Services in the operation of educational programs of a regional or national nature.

He is primarily responsible for making specific requests for educational assistance from the Federal Extension Service.

He is responsible for making such staff assignments as are necessary to the accomplishment of these purposes.

MAJOR DUTIES

Administration of Extension Laws

Explains those laws and regulations pertinent to Extension to all members of the Extension Service; advises the administration of Kansas State University about them; and explains them to County Agricultural Extension Councils.

Sees that the Kansas Extension Service operates within the provisions of these laws and regulations.

Advises the administration of Kansas State University and of the USDA of needed changes in laws and regulations.

Consults, when requested, with members of the State and Federal Legislatures regarding needed legislation affecting Extension work and Kansas Agriculture.

Policy Development

Maintains a record of the history and philosophy of the Cooperative Extension movement, particularly as it pertains to Kansas; sees that all staff members understand its relationship to program development for the fulfillment of the educational needs of Kansas people.

Develops needed personnel, operational and teaching policy changes to permit the maximum effectiveness of Extension.

Makes those decisions regarding policy that fall within the jurisdiction of the Director; advises the administration of Kansas State University regarding policy changes within the administration's jurisdiction; and sees that staff within Extension executes properly and promptly their policy functions.

Development of Operating Procedures

Establishes the needed staff assignments and authorities for the development of operating procedures.

Sees that the needed procedures are prepared, published, understood by staff, and carried out.

Plan of Organization

Develops the organizational plan for the Kansas Extension Service which clearly spells out its educational responsibilities; its location in the organizational structure of Kansas State University and the USDA; the staffing needed to conduct its programs; and the relationships of each staff member to every other staff member within the organization.

Sees that this organizational plan is published; revised as necessary to reflect changes in Extension's responsibilities; and thoroughly understood by Extension staff, its cooperators and its clientele.

Sees that there is a proper job description for each staff member in the Division of Extension.

Fiscal Management

Prepares through authorized representative, County Agricultural Extension Council budgets in cooperation with the Executive Board of the Council and the County Commissioners.

Supervises the preparation of that portion of the budget of Kansas State University which applies to the Division of Extension; presents this budget to the Dean of Agriculture for his approval and defends its askings before the administration of Kansas State University.

Participates with Directors from other states in the preparation of budget recommendations to be considered by ECOP and the USDA for the Cooperative Agricultural Extension Service.

Approves budgets for the various projects within the Division of Extension and for the 105 County Agricultural Extension Councils.

Approves the expenditures of funds by the Division of Extension and by the 105 County Agricultural Extension Councils.

Provides for the proper accounting of funds allocated to the Division of Extension and to the 105 County Agricultural Extension Councils.

Provides for the proper auditing of all funds.

Personnel Management

Establishes minimum qualifications for all positions within the Division of Extension with the exception of that of Director.

Establishes procedures for staff recruitment, selection and appointment, promotions, etc., in keeping with the policies of Kansas State University.

Approves all appointments, leaves, sabbaticals, changes in assignments, tenure, severance of appointments, promotions, and recommends same to Dean of Agriculture for his approval.

Recruits and recommends for appointment, staff at the levels of Associate Director, Assistant Director, State Leaders and Department Heads within the Division of Extension.

Sees that all personnel records including promotions, annual leave, sick leave, health benefits, injury compensation claims, torts claims, appeals, retirement benefits, and other fringe benefits are properly processed and stored.

Program Development

Establishes orderly procedures for the long-time development of educational programs for Extension.

Establishes staff positions, program committees, training situations, etc., whereby staff, council members and others interested in Extension's work can become adept at the program planning process.

Maintains an overall balance of educational programs within Extension which will identify the greatest number of problems of the people of Kansas and, through education, aid in their solution.

Advises the Dean of Agriculture regarding the needs of people which require research for their proper solution.

Seeks financial support for the establishment of present programs and for the initiation of needed new programs.

Explains to staff and others the need for objectives of and procedures for carrying out new educational programs.

Training

Establishes, within the policies of the University, such programs of pre-service, induction, in-service, and graduate training that will insure the maximum educational effectiveness of the Division of Extension.

Recommends to the Dean of Agriculture needed changes in University policies affecting training in Extension.

Advises with department heads and state leaders regarding the training needs of their individual staff members.

Advises, when necessary, with individual staff members regarding their training needs.

Instructs students and staff in those areas such as organization and philosophy of Extension work where the training and experiences of the Director can be helpful.

Evaluates the adequacy of training of any staff member of the job to which he or she is assigned.

Liaison

Either serves personally as a liaison person for the Division of Extension with each of the agencies, groups, organizations and associations with which Extension cooperates in educational program or designates a staff member to perform this liaison.

Represents the Dean of Agriculture and the President of the University, when called upon, at functions relating to the University.

Academic

Serves as member of official administrative party of the University at such functions as commencement; convocations for new students; hosting of legislators, distinguished guests, and groups visiting the campus.

Administers the procedures whereby members of Extension are elected to the faculty senate.

Administers an agreement with Dean of School of Education, Undergraduate and Graduate Programs in Extension Education.

Serves as a member of the faculty of the Graduate School.

Professional Improvement

Sees that each staff member plans for his or her professional improvement.

Administers, within the policies of the University, a system of professional leaves, study leaves, sabbaticals, scholarships, etc., leading to professional improvement of the staff.

Recommends to the Dean of Agriculture professional improvement programs needed for Extension staff members.

Serves as member of professional improvement committees of such organizations as Epsilon Sigma Phi, County Agents Associations, etc.

Recommends staff members for promotions both within and outside the University; for fellowships and scholarships and study tours.

Cooperates with other Directors of Extension in maintaining in-service training conferences of a regional and national nature; and in the offering of regional summer schools.

Attends National and Regional Conferences, when possible, to keep abreast of new trends in organization, training, programming, etc.

Advises cooperating agencies such as ASCS, SCS, Vocational Agriculture, FHA, etc., regarding possible professional improvement programs for their staff.

Maintains his own professional improvement program through reading, attendance at training conferences, etc.

Awards and Recognition

Maintains a system whereby proper recognition may be obtained for the accomplishments of Extension staff; outstanding leaders who cooperate with Extension; and staff of other agencies on whose committees the Director serves.

Recommends staff for Distinguished and Superior Service Awards of the USDA; for tenure awards; for Sigma Xi; Gamma Sigma Delta; distinguished scholarships; Distinguished Service Awards from the University; 4-H Club awards and many others.

Serves on many committees to screen and select the recipients of such awards.

Represents Extension and the University in the presentation of many awards.

Administers directly many award programs such as the Master Farmer and Farm Homemaker Program; Kansas Farmer of the Year at the American Royal; Outstanding Agent Program in 4-H at the State Fair.

Public Relations

Maintains a system which will insure proper public relations for Extension with the Federal Extension Service and other Federal agencies; with state agencies; with other segments of the University; with county Extension Councils and Advisory groups; with farm organizations and other associations having interests in common with Extension; with the Press; State and County Governments; and for differences within Extension.

Serves as speaker for civic groups; farm organizations; 4-H and adult leader banquets and many similar organizations.

Serves as member of State Chamber of Commerce and its Agricultural Committee; Farm-City Week Committee; Manhattan Chamber of Commerce, Civic Organizations; Adult Education Association; Commodity Associations and many other groups having common interests with Extension or the people we serve.

Takes an active part in Fraternity alumni; University Alumni; student center religious activities and local school functions.

Communications

Maintains systems for both formal and informal communications so that all staff of Extension can be as well informed as possible regarding policies and programs.

Sees that both formal and informal communications are maintained between Extension and the agencies with which it cooperates and between Extension and the clientele it serves.

Plans for such staff conferences as Department Heads meeting; State Staff Conference; Annual Conference; etc.

Presents to all staff, progress reports on organization, financing and programs through written documents and oral presentations.

Prepares and presents press releases, magazine articles, radio and TV programs so that the public might become acquainted with the organization, responsibilities and programs of Extension.

Makes frequent use of telephone, personal visits, farm visits to further communications between Extension and its cooperators.

Committees

Serves on numerous committees within the organization of Kansas State University; within the Division of Extension; on Extension Advisory and similar groups; with National and Regional groups; and with State and Federal agencies. Some of these include:

Sub-committee of the Faculty Senate
Radio and TV Policy Committee
Assignment of Space Committee within Agriculture
University Civil Defense Committee
Awards and Recognitions Committee in Extension
Annual Conference Committee
State Staff Conference Committee
Advisory Committee on Research & Education in Agriculture
Feed Technology Advisory Committee
State Extension Advisory Committee
Rock Springs Ranch Committee
Trustee of Kansas 4-H Foundation
Executive Committee of Association of Agents
North Central States Directors of Extension
Workshop and Conference Committee-North Central Directors
ECOP Sub-committees, as requested
National 4-H Foundation
Great Plains Agricultural Council-Administrative Advisor to its Health and Insect Control Committees.
State Agricultural Stabilization and Conservation Committee
State Program Committee for ACP
State Soil Conservation Committee
Governor's Watershed Review Committee
Kansas Committee of Agricultural Agencies
USDA Civil Defense Board
State FHA Advisory Committee
Great Plains Conservation Program-Advisory Committee
Vocational Agricultural Young Farmers Program Advisory Committee
Kansas Farm-City Week Committee
Agricultural Committee, State Chamber of Commerce
Agricultural Committee, Manhattan Chamber of Commerce
Governor's Interdepartmental Committee on Aging
Chairman, Adult Education Committee for the Kansas program for the Mentally Retarded
Chairman, Kansas Rural Areas Development Committee
Executive Committee, Division of Agriculture, American Association of State Universities and Land Grant Colleges

Reporting

Submits reports required by Federal Extension Service; Kansas State University; and such cooperative reports as Federal Crop and Livestock Report; Agricultural Census; etc.

Prepares annual report on Project 1, Administration; Fiscal reports on Extension Budget; biannual report materials on Extension for the University; college catalogue materials covering Extension; monthly reports on the activities of the Director; and special reports as they may be requested by the Dean of Agriculture, the Administration of the University or the USDA.

Evaluation

Develops evaluation policies and procedures which will permit the proper evaluation of each staff member and his programs; and of the effectiveness of Extension organization, methods and programs.

Analyzes reports from staff; from state program committee; state training committees; and from other sources to determine effectiveness of Extension.

Evaluates own effectiveness in terms of responsibilities.

QUALIFICATIONS

1. A thorough knowledge of history, philosophy and objectives of the Cooperative Extension Service; of General Extension work; of the Agricultural Experiment Station; of Kansas State University; of the USDA and its Agencies; of State Agencies in the field of agriculture and Associated fields; of Farm organizations; of Cooperatives, etc.

2. Knowledge of the contents of such Federal and State laws and regulations as the Smith-Lever Act, as amended; the Hatch Act; the Torts Claims Act; Federal Health Benefits legislation; Federal and State Civil Service regulations and retirement legislation; Penalty Mail regulations; Kansas County Agricultural Extension Council Law; Board of Regents minutes affecting Extension; and all other State and Federal regulations affecting the personnel, organization and programs of Cooperative Agricultural Extension and Continuing Education.

3. A good grasp of the principles of organization and public administration.

4. Full understanding of the "decision making" process.

5. A thorough understanding of human nature and the motivations of people.

6. Understanding of the principles, methods and techniques of adult education.

7. Understanding of "group-dynamics" and the leadership role in our society.

8. Knowledge of "power structure" within State and Local Governments.

9. Understand research methodology, techniques and statistics.

10. Wide personal acquaintanceship with leaders in all walks of life.

11. Ability to "listen" thoroughly and constructively.

12. Ability to write clearly and effectively.

13. Ability to speak effectively to individuals and before groups.

14. Ability to give clear instructions.

15. Ability to motivate people.

16. Ability to plan programs quickly and effectively.

17. A good sense of "timing" and judgment.

18. Ability to select well qualified staff and provide for their personal development.

19. Ability to delegate responsibility and authority.

20. Unusually high energy levels and ability to conserve health for maximum personal effectiveness.

21. A broad base of personal training and experience to cope with the diverse program interests of Extension.

22. A strong sense of moral and personal responsibility.

JOB

Professor, Associate Director, Division of Extension, Kansas State University.

LOCATION IN THE ORGANIZATIONAL STRUCTURE

Responsible to the Director of Extension and has direct supervision of the departments of Extension Information, County Extension Operations and Continuing Education through the respective department heads and the fiscal and personnel staff of the Department of Administration through the Administrative Assistant.

NATURE AND PURPOSE OF WORK

Responsible for assisting in the general overall administration of the Division of Extension including all the phases of the activities and programs of both the Cooperative Extension Service and Continuing Education (general extension).

Directly responsible for the direction and coordination of all the management operations of the entire Division of Extension including fiscal (budgets and expenditures) and personnel (appointments, records, etc.).

Directly responsible for the coordination and supervision of the programs and operations directed by the Heads of the Departments of Extension Information, County Extension Operations and Continuing Education and the Administrative Assistant.

MAJOR DUTIES

Serves as Acting Director in the absence of the Director.

Policies

Assists in the development and implementation of the overall policies on: program planning; organizational structure; staffing (state and county personnel); securing and use of financial resources; coordination and direction of program delivery; evaluation of personnel performance and program results; and maintenance of public relations with the general public, organizations and agencies through effectively reporting the results of Extension work and pointing out the further needs of the Division of Extension.

Budgets

Gives direct supervision to:

Development of the Legislative Budgets of the Division of Extension (State and Federal).

Development of the annual budgets of the Division of Extension (State and Federal).

Expenditure and accounting of all funds used in both county and state Extension programs.

Personnel

Supervises:

Personnel actions - appointments of all county and state staff.

Operation of the personnel benefit programs such as retirement, health and life insurance, workers compensation laws, annual and study leaves, etc.

Project Agreements

Supervises:

Development and preparation of all project and program agreements, annual plans of work and annual reports.

Programming

Supervises the Development of:

Programs of work in the fields of Extension Information, County Operations and Continuing Education.

Public Relations

Serves on University committees and other outside committees for the purpose of developing new policies, solving current problems, improving public relations, and creating better understanding among individuals, groups and agencies who cooperate with the Division of Extension in the conduct of its educational programs.

QUALIFICATIONS

Have a thorough understanding of and a demonstrated skill in the basic principles of administration which have been gained through both academic training and practical experience at most of the major administrative work levels in the fields of Extension work.

JOB	**Administrative Assistant.**
LOCATION IN THE ORGANIZATIONAL STRUCTURE	**This is a staff position to the Associate Director of Extension.**
MAJOR DUTIES	
Financial Management	**Prepares budgets, expends funds at request of Department Heads, subject to approval of the Associate Director in certain instances, establishes and supervises accounting procedures to adequately facilitate and reflect the results thereof to comply with requirements of cooperating units of government.**
Personnel Management	**Prepares and maintains personnel records required for payroll and counseling purposes, advises supervisory personnel of applicable regulations, and counsels employees on benefits available to them.**
QUALIFICATIONS	**A high degree of administrative ability -- particularly the ability to distinguish and accept the important functions and delegate those which are less important, and the ability to establish controls which will assure that the many and varied requests and duties of the position are not overlooked.**

JOB	Professor; Assistant Director for Extension Programs and Training.
LOCATION IN THE ORGANIZATIONAL STRUCTURE	Works under the immediate supervision of the Director of Extension.
NATURE AND PURPOSE OF WORK	Responsible for coordinating state-wide Extension educational programs. Responsible for coordinating all phases of staff training in the Kansas Extension Service, namely, pre-service, induction, in-service and graduate training. Through the State Training Committee, offers suggestions to the Director of Extension regarding State Training programs, policies, and plans. Advises college administrators in the development of curriculum and courses to prepare students for employment. Advises Extension staff members on programs for professional improvement and assists in planning and conducting training for new employees. Responsible for graduate degree program and resident instruction in Extension Education. Acts as State Leader of Community and Public Affairs Project in the Department of Economics and Sociology.
MAJOR DUTIES <u>Programs</u>	Gives leadership to the development of project agreements, plans of work, annual reports in Projects 3, 4, 5, 6, and 7. Coordinates the Extension program by working through subject-matter department heads and state leaders. Meets and consults with the State Leader of County Operations for county program development purposes. Supervises the Extension teaching in Community Development and Rural Areas Development. Assists the Director in the maintenance of proper relationships with agencies, organizations, and groups directly or indirectly related to Extension programs. Organizes county resource development committees and provides educational programs. Prepares quarterly Rural Areas Development State Report for the Federal Extension Service. Advises the Director on State program policies.

Training

Delegates the responsibility for staff training to the Coordinator of Extension Personnel Training, who works under the immediate supervision of the Assistant Director of Extension .8 time and .2 time under the Dean of the School of Education. The tasks include:

Pre-Service - Teaches courses in Extension Education for prospective Extension workers.

Visits with high school counselors for the purpose of making the K-State University academic program known to interested students.

Serves as sponsor of the University Extension Club.

Assists undergraduates in making application for undergraduate scholarships.

Counsels with undergraduates interested in Extension work as a career.

Serves as an Ex-officio member of the Courses and Curriculum Committee of the College of Agriculture.

Coordinates Junior Assistant field program for men, which includes counseling with trainer agents and trainees.

Induction - Plans for and assists in conducting Orientation and Induction training schools for new county and state employees.

Works with new agents on developing individual professional improvement plans.

Plans for and assists in conducting training schools for trainer agents.

In-Service - Assists district supervisors in determining training needs of agents.

Assists in conducting in-service training schools for county and central staff members.

Coordinates the preparation of written job analyses and job descriptions for all Extension personnel.

Advises with State Leader of Field Operations and Department Heads on training schools for agents.

Graduate - Informs all Extension personnel on opportunities for graduate study including scholarships, fellowships and loans available.

Assists Extension personnel with applications for scholarships for summer schools and other graduate programs.

Works with Director of Resident Instruction in Agriculture on subject-matter courses to be offered for graduate credit for agents during summer short sessions.

Teaches a graduate course in Extension Program Development periodically.

Teaches a graduate seminar in Adult Education.

Teaches courses in Extension Education for both undergraduate or graduate credit.

Coordinates efforts of Graduate Extension Faculty and graduate students in the graduate degree program in Extension Education.

Serves as Chairman of Graduate Student Committees in Extension Education and as a member of committees in Extension Education Home Economics, Sociology, Economics, Animal Husbandry, Agronomy, and other areas.

Serves as Chairman and member of M.S. and Ph. D. examination committees.

Keeps up-to-date record of status of graduate training of all Extension personnel.

Other - Assists with the instruction for the annual Young Farmers' Short Course.

Teaches communications and public relations short courses for other Federal agricultural agencies.

Assists with leadership training and public speaking for 4-H and Home Economics leaders.

Assists in conducting communications training for feed companies, terminal livestock markets and leaders in the Rural Areas Development program.

Teaches short course in Extension Methods to groups of foreign visitors and peace corps volunteers.

Assists with the Annual Kansas Recreation Workshop by serving on the Board of Directors and teaching recreational leadership.

Assists in conducting recreation leadership short courses for students at KSU.

Other major duties and tasks of the Assistant Director of Extension including those carried out by the Coordinator of Extension Personnel Training.

Professional Improvement	Attends national and regional conferences when possible to keep abreast of new trends in training.

Develops a personal professional improvement plan for continued learning.

Enrolls in special courses or programs offered by various groups such as: A course in practical politics offered by the Manhattan Chamber of Commerce; Manhattan Toastmasters Club.

Attends and participates in in-service training schools offered by the Kansas Extension Service.

Keeps current on research in Extension Education and related fields.

Holds membership in Epsilon Sigma Phi, Gamma Sigma Delta, and Sigma Xi.

Liaison

Serves as liaison person for the Kansas Extension Service with the Research and Training Branch of the Federal Extension Service.

Represents Director of Extension at functions related to training.

Serves as liaison person for the Kansas Extension Service and the Rural Areas Development Office, Federal Extension Service.

Serves as secretary to the State Rural Areas Development Committee.

Serves on the public relations committee of the Kansas Livestock Association.

Administration advisor for the Extension State Training Committee and the State Program Committee.

Academic

Serves on Faculty Senate Committees on Academic Affairs and Faculty Affairs.

Serves as a member of the faculty of the Graduate School.

Assists in briefing of foreign dignitaries visiting Kansas State University.

Provides leadership in the graduate curriculum for Extension Education.

Reads extensively in areas of Adult and Extension Education, Personnel Management, Communications, and Training.

Attends lectures, plays, and art exhibits held on the Kansas State campus.

Public Relations

Serves as speaker for 4-H club and adult leader banquets, soil conservation and chamber of commerce annual meetings.

As a member of the Manhattan Chamber of Commerce, assists with annual Farm-City Banquet and serves on the Public Affairs Committee.

Maintains cooperative working relationships with all Extension and resident staff members at KSU.

Teaches communications, public relations, salesmanship, and group dynamics to organized interest groups.

Committees

Chairman of Professional Improvement Committee, Alpha Rho Chapter, Epsilon Sigma Phi.

Member of the National 4-H Evaluation Committee.

Serves as a member of a National Extension Committee charged with the responsibility of developing an acceptable curriculum in Extension Education.

Serves on State Extension Committees such as:

State Training Committee
Annual Conference Dinner Committee
Annual Extension Picnic Committee
Leaders' Committee State 4-H Round-Up
Committee for World Market Conference
Student Contact Committee Epsilon Sigma Phi

Preparation of Teaching Materials

Prepares a state training newsletter and sends to all staff members monthly.

Writes bulletins and leaflets on Extension teaching methods.

Assists in the preparation of training guides for trainer agents and trainees.

Prepares slide sets for use in training programs and in the classroom.

Submits Extension Education articles to national magazines and journals.

Prepares materials for college textbooks in Extension Education.

Assists staff members in developing teaching aids for training schools.

Reporting

a. Monthly - Prepares a statistical and narrative report each month of training and related activities carried out.

b. Annual - Prepares an annual report outlining progress made toward objectives set up in the annual plan of work.

c. Special - Makes reports on the status of training, results of studies related to training, and program accomplishments.

Evaluation

Analyzes annual report in view of annual plan of work at the end of each year to determine to what extent objectives have been reached.

Continually evaluates procedures and methods of teaching both in the classroom and in the field.

QUALIFICATIONS

1. A thorough knowledge of history, philosophy, and objectives of the Cooperative Extension Service.
2. Ability to plan and organize meaningful educational activities.
3. Ability to write clearly and communicate through the written word.
4. Understand the methods and techniques of informal adult education.
5. Understanding of the teaching-learning process.
6. Ability to speak well before an audience.
7. Understanding of course and curriculum construction.
8. Knowledge of rules and regulations regarding curriculum and courses at KSU.
9. Ability to work with groups.
10. Understanding of conference leadership and techniques.
11. Understand research methodology, techniques and statistic
12. Knowledge of policies of KSU and the Cooperative Extension Service.
13. Knowledge of graduate programs of institutions generally attended by Kansas Extension staff members.
14. Knowledge of scholarships, loans, fellowships, etc., available to staff members.
15. Ability to listen and offer sound suggestions and willingness to compromise.
16. Ability to give clear directions.
17. Understanding of young people.
18. Knowledge of how to motivate people.
19. Knowledge of parliamentary procedure.
20. Knowledge of County Extension Operations.
21. Knowledge of administration and supervision.

22. Knowledge of sources of information.

23. Knowledge of: Program Planning and Evaluation.

24. Willingness to continue to learn.

JOB	Extension State Leaders, Associate State Leaders, Extension Editor, and Department Heads.
LOCATION IN THE ORGANIZATIONAL STRUCTURE	Administratively responsible to the Director of Extension. o The Extension departments of Information, County Operations, and Continuing Education work with the Associate Director on all matters pertaining to operational procedures, budgets, and personnel. o Subject Matter Department Heads in the College of Agriculture and the Extension departments of Home Economics, 4-H and Other Youth Programs, Engineering and Marketing work with the Assistant Director on matters pertaining to Extension programs and training.
NATURE AND PURPOSE OF WORK	Responsible to the Director of Extension for the planning, organizing, staffing, directing, coordinating, budgeting, and evaluating all phases of the program for the Extension Service. Serves as an advisor to the Director of Extension and other University administrators on matters pertaining to relationships with off-campus representatives. Function as an integral part of the Extension Service, Kansas State University, in conducting off-campus educational programs in agriculture, home economics, youth work, public affairs, and continuing education; Develop interpretive, imaginative and in-depth publications that reflect the activities, programs, accomplishments, and policies of Kansas State University; Function in an advisory and service capacity on matters related to Extension programs for the administration and faculty members. Acts in a liaison capacity between state and federal agencies. Directly responsible for development and dissemination of educational materials in the subject matter areas. Provides liaison between resident and Extension staff concerning research needs, priority of research projects, present and future project plans, and Extension-type research efforts. Directs and coordinates a "team-approach" in solving problems by encouraging inter-disciplinary subject matter approach to Extension educational programs. Select, train, house, and assign secretarial staff responsibilities. Responsible for the production and dissemination of radio, television, and motion pictures to interested groups in Kansas.

Coordinates the scheduling of all agent training, agent leader training, public meetings, and specialists visits to counties.

Works with departments and divisions of the University to provide instruction for off-campus groups.

MAJOR DUTIES

Administration

Serves as the administration head of the offices of: Extension Information, Extension Radio-Television, University News, Photographic Services, University Publications, Sports Information, Extension Marketing and Utilization, County Operations, Extension Engineering, Continuing Education, 4-H and Other Youth Programs, Extension Home Economics.

Plans and organizes broad programs to accomplish educational objectives of the Extension Service.

Directs and coordinates the efforts of staff.

Budgets funds, personnel, and facilities in a manner that will make effective and efficient use of available resources.

Evaluates the effectiveness of programs.

Delegates duties and authority to staff members and state employees of Extension office.

Supervises and maintains the film library with USDA and appropriates commercial subjects.

- Holds necessary staff meetings to assure that all staff members understand program direction, operational procedures and policies.

- Plans, coordinates, integrates, and obtains necessary staff and resources to effectively carry out educational programs.

- Recommends salary and other budget items for consideration by administrative superiors.

- Recruits, selects and places all county Extension agents.

Devotes time to actual production of newspaper and magazine stories, circular letters, radio and television broadcasts, bulletin preparations and articles for the Agricultural Situation.

Off-Campus Relations

Attends various state, regional and national association meetings to maintain relationships with industry personnel and to keep abreast of development and trends.

Serves as official liaison between University personnel and off-campus groups.

Maintains membership and serves on various committees in Rotary and Chamber of Commerce.

Training

Assists in planning and conducting pre-service, in-service, and graduate training programs for central office and county Extension personnel.

Serves on Graduate Faculty and supervises courses of study and research projects for graduate students.

Assists in planning and conducting communications and other workshops for agencies cooperating with the Kansas Extension Service and the University.

Directly responsible for the preparation of Extension subject matter material for the department.

Professional Improvement

Attends regional and national conferences to keep abreast of development and trends.

Follows a personal professional improvement program for continued learning.

Participates in in-service training programs.

Holds membership in professional societies.

Informs staff on research findings in the profession.

Reporting

Monthly - prepares a statistical and narrative report each month of major activities and accomplishments.

Annual - prepares an annual report summarizing progress made toward objectives set in the plan of work.

Special - prepares reports on request, during the course of the year that relate to special projects.

Evaluation

Continually evaluates procedures, methods, and resources being used to accomplish objectives.

Analyzes annual report in view of annual plan of work at the end of each year to determine to what extent objectives have been reached.

Conducts evaluation through surveys and questionnaires when feasible.

Holds staff meetings to evaluate current performance and facilitate planning.

QUALIFICATIONS

Knowledge and appreciation of the history, philosophy, objectives, and policies of the Cooperative Extension Service and the University.

Ability to maintain high morale among staff members.

Ability to meet and get along with people individually and in groups.

Ability to delegate duties and authority.

Ability to think, write and speak clearly and communicate through the written and spoken word.

Ability to plan and organize educational programs.

Ability to compliment, analyze and offer positive criticism of the educational programs and staff members.

Desire to be of service to others.

Understanding of personnel management procedures and the ability to apply them.

Knowledge of evaluation procedures.

Ability to work effectively in an academic community both with the public and the faculty.

Have desire to be liked but willingness to make unpopular decisions when necessary.

Minimum of a Master of Science Degree with a Ph. D. desirable.

JOB ANALYSIS - EXTENSION SPECIALIST

JOB

Extension Specialist.

LOCATION IN THE ORGANIZATIONAL STRUCTURE

Specialists in Agriculture and Veterinary Medicine are responsible to their respective academic department heads for subject matter and to the Director of Extension for program direction.

All other specialists are responsible to their respective Extension state leader or department head.

NATURE AND PURPOSE OF WORK

To provide educational opportunities for Kansas families which will help them to attain their goals for family and community life.

To provide educational information that will enable Kansas families to effectively participate in community, state, national and international affairs.

To provide leadership and direction for Extension programs in Kansas counties based on changing social and economic conditions.

MAJOR DUTIES

Teaching

Specific

Agent Training

Leader Training

General Public

Uses all means of mass media.

Prepares publications.

Gives demonstrations.

Conducts meetings.

Prepares subject-matter material and news releases.
a. Edits material.

Plans and prepares visuals.

Evaluates teaching.

Supervises teaching.

Interprets research results to Extension staff and public.

Motivates self and others.

Assists in identifying problems.

Programming	Provides leadership.
	Prepares plan of work.
	Develops and promotes program in subject-matter area.
	Evaluates program.
	Assists with special conferences and programs.
	Prepares schedule for effectiveness and timeliness.
	Identifies problems.
Administrative and Institutional Activities	Prepares reports.
	Manages office and maintains records.
	Serves on special committees.
	Answers correspondence.
Public Relations	Uses mass media.
	Provides liaison with organizations and special interest groups.
	Maintains good internal relationships. a. Determines research needs and informs.
	Gives general public professional perspective of Extension.
	Recruits and counsels personnel for higher educational programs.
	Assists with publicity.
Personal Services	Identifies specimens.
	Diagnoses problems.
	Obtains and distributes materials and supplies.
	Counsels with clientele with specific problems.
	Performs other services.
Professional Improvement	Reads and studies professional writings.
	Participates in conferences, workshops, and seminars.
	Participates in professional organizations and their activities.
	Pursues advanced study.

Maintains a concern for cultural development.

QUALIFICATIONS

1. A broad and deep knowledge of the field of specialization and related areas.

2. Understanding philosophies of education, Extension and subject-matter field, and ability to apply principles of effective teaching.

3. Knowledge of policies and regulations which govern the activities of the specialist.

4. Desire and concern for continuous learning.

5. Enthusiastic and effective leader (motivation).

6. Ability to meet the public and have a genuine interest in the welfare of others.

7. Ability to convey ideas clearly and concisely (written and spoken).

8. Ability to develop and maintain rapport with other staff members, other state agencies and organizations.

9. Ability to work constructively, harmoniously and fruitfully with others, individually or in groups, to identify and solve problems.

10. Good physical and mental health.

11. Ability to identify and work harmoniously with key leaders in a community.

12. Knowledge of training needs of Extension workers.

13. Knowledge, understanding and appreciation for all cultural, and ethnic groups and the society in which they live.

JOB ANALYSIS - DISTRICT AGENTS

JOB

District Agricultural Agent.

LOCATION IN THE ORGANIZATIONAL STRUCTURE

The district agricultural agent works under the immediate supervision of the State Leader of Field Operations.

NATURE AND PURPOSE OF WORK

Responsible for developing, coordinating and maintaining a county Extension staff and office in each of the counties comprising his district.

Responsible for providing leadership in personnel, administration, budget formulation and negotiation, overall planning, execution, reporting and evaluation of county and district Extension Educational Programs and maintaining effective county Extension offices.

Has specific responsibilities relative to and for the agricultural phase of the County Extension Educational Program and represents that phase of the program in working with cooperating agencies, groups, and the general public.

MAJOR DUTIES

Personnel

Meets with the Executive Board of the County Agricultural Extension Council to present applicants for interview and to negotiate employment of county personnel.

Reports all personnel changes immediately to the State Leader of Field Operations and training staff.

Takes administrative responsibility in counseling and defining and interpreting policies for all personnel relating to vacation, out of county events, state events, professional improvement, insurance, retirement, resignations, leave of absence, promotions, transfers, etc., also counseling with agents on personal problems.

Considers performance of agents prior to salary negotiations.

Takes initiative in defining the division of responsibilities.

Recruits and refers potential candidates to the State Leader of Field Operations.

Encourages county workers to suggest potential personnel for Extension work.

Represents the Director in all matters pertaining to personnel.

Finance

Consults with members of the county staff regarding salaries and the Extension Council Budget.

Negotiates agents' salaries with the Executive Board of the Agricultural Extension Council.

Develops with the county Extension staff an effective procedure for reporting monthly expenses and budget status to the Executive Board of the County Agricultural Extension Council and state office.

Represents the Director in joint employment agreements and budget matters.

Consults with county staff members regarding the handling of miscellaneous funds. (4-H Council, H.D.U. Advisory Committee, etc.)

Meets with executive boards and county commissioners and assists in preparing budget.

Makes periodic examinations of budget to see that expenditures are kept within budget.

Trains agents regarding good financial habits.

Makes sure expenditures are in keeping with intent of law.

Program

Provides leadership to agents in over-all planning, executing, reporting, and evaluating the County Extension Educational Program.

Cooperates with administrative staff, specialists, county Extension staff, resource people, and planning committees regarding program needs by counties or areas.

Assists agents in their interpretation of the County Extension Educational Program to their publics.

Aids county Extension staff in coordinating federal, state, and area projects with the County Extension Program.

Serves as liaison between the following groups in planning and coordinating county projects and programs: (a) County Extension agents and specialists, (b) County Extension agents and administrative staff, (c) County Extension staff and other agencies.

Assists in training council members with their program responsibilities.

Encourages and assists agents in writing long-time programs.

Plans and conducts Sub-district State Advisory Committee Meetings.

Discuss county programs with district home economics agent and 4-H specialist respectfully, when appropriate.

Public Relations

Encourages agents to develop a professional attitude.

Encourages agents to be aware of the value of good public relations.

Develops methods with agents to get public acceptance and better understanding of the County Extension Educational Program.

Serves on committees and assumes other duties as assigned.

Encourages good relations between counties and state office.

Keeps counties informed through circular letters, visits, etc.

Works closely with county commissioners and other groups.

Keeps lines of communication open.

Office Management

Confers with the county agricultural agents and other county staff members on organizational, administrative and operational problems of the office.

Training

Coordinates training of agents.

Determines and develops, in cooperation with the training staff, administrative staff, and specialists, the types of training materials and aids needed by district agents in training agents.

Arranges, through district conferences or other means, the training of agents in policy and administrative procedures.

Encourages attendance of agents at summer schools and other professional improvement programs.

Helps agents interpret policies and procedures relating to writing and using reports.

Identifies and interprets to the training and administrative staff the training needs of the agents.

Counsels individual agents to improve their understandings and abilities.

Consults with the administrative and training staff and subject matter departments in arranging for field training.

Interprets and encourages the use of the findings of recent Extension studies.

Evaluation

Reviews monthly reports.

Observes agent performance.

Keeps aware of degree of acceptance by public.

Summarizes total county budgets and compares with previous years.

QUALIFICATIONS

Educational qualifications:

1. Bachelor of Science in Agriculture with a Master of Science in Extension Administration or its equivalent in a subject matter field or in county and/or state staff operations experience that would compliment the position.

Other desired qualifications:

1. Knowledge of the history, philosophy, and purpose of Cooperative Extension work.

2. Demonstrates organizational and leadership ability.

3. Demonstrates ability to work, understand and cooperate successfully with people.

4. Demonstrates interest and pride in the profession and a desire for professional improvement.

5. Has had experience as a county Extension worker.

6. Knowledge of office management.

7. Ability to recognize and appreciate good new practices initiated by agents.

8. Ability to be practical.

9. Ability to motivate or develop leadership traits in people.

10. Be willing to listen.

11. Be slow to criticize but quick to observe good qualities and willingness to give credit where credit is due.

JOB	District Home Economics Agent.
LOCATION IN THE ORGANIZATIONAL STRUCTURE	Works under the State Leader, Field Operations in the Department of County Extension Operations (Project 8).
NATURE AND PURPOSE OF WORK	Responsible for coordination of the county home economics programs within the district. Assists the county home economics agent with preparation, evaluation and reporting of the programs within their respective counties. Responsible for the organization of home economics Extension programs in non-home economics agent counties. Advises with the district agricultural agent as to coordinated Extension policy, program, schedules, agent training, county office management, reports and public relations for the various counties. Counsels with the district agricultural agent as to personnel in the various counties. Responsible for coordination of state-wide home economics programs and training within the district. Counsels with the assistant director for programs and training as to the needs of the district regarding these activities. Cooperates with the state leader of home economics regarding the subject matter and agent training activities of the various home economics specialists in the district. Working through the state leader of home economics, keeps the director advised at all times regarding specific problems and conditions in the district as well as the progress of home economics programs. Advises State Leader of Field Operations in regard to specific problems and conditions in the district as well as the progress of home economics programs.
MAJOR DUTIES	
<u>Administration</u>	Participates in staff meeting held by Director of Extension. Participates in Extension Home Economics staff meeting. Participates in College of Home Economics faculty meetings. Participates in University faculty meetings.

Assists district agricultural agent in informing and updating agent on policies, organization and administrative responsibilities of agents.

Participates at County Executive Board Meetings, Home Economics Advisory Committee Meetings and Annual Extension Meetings.

Programming

Coordinates the county home economics program within the district.

Assists the home economics agent with preparation, evaluating and reporting of the programs within the county.

Maintains the organization of the home economics programs in vacant counties.

Assists with the training in program projection for 1/4 of the counties each year.

Coordinates the work in program areas of the Kansas Home Demonstration Council with the county home economics Extension program.

Coordinates the program needs of the county with specialists.

Conducts meetings for agents to improve programs, methods of teaching, learning experiences and evaluation.

Studies future needs of counties and continues to inform state administration of needs.

Participates in District and State-wide events such as Home Economics Days, Kansas Home Demonstration Council Workshop, Kansas Home Demonstration Week, Home Economics booths at fairs, Sub-district Advisory Meetings, and State Advisory Meeting.

Works with specialists to plan major and minors in the home demonstration unit program and work to be carried out in the district as requested by home economics agents.

Participates in Balanced Farming and Family Living programs by coordinating plans between district specialists and state specialists.

Participates in one-day training session for home economics agents on program development.

Serves on home economics faculty committees.

Assists agents in the preparation of the long time printed program.

Assists agents and specialists in interpreting the long time program.

Assists in identifying programs for report use by the State Leader, Home Economics.

Training

Assists with orientation and induction training schools for newly employed agents in the area of county organization, public relations office management, personnel benefits, and program planning.

Assists in conducting training schools for trainer agents.

Conducts schools on Home Economics programming and organization to meet training needs of agents.

Trains agents in procedures of program development.

Works with Home Economics Advisory Committees where there is no Home Economics Agent in the county.

Helps agents know how to assemble situation material and prepare it for committees.

Trains new agents to hold officer's training schools.

Trains officers in counties if there is a long time vacancy in home economics agent position.

Assists with the training at Kansas Home Demonstration Council Workshop.

Participates on State committees - programs and training.

Counseling

Counsels home economics agents on procedures to use in carrying out home economics program. This is done through: Sub-district groups, administrative conferences, Summer Conference, Annual Extension Conference and office visits.

Serves in fostering and keeping good relations between the county staff and the state office.

Encourages agents to act as a team within the county office.

Listens to agents' personal and business affairs, offers counsel and advice.

	Counsels home economics agents regarding work toward advanced degrees and keeping up professionally.
	Counsels with new home economics agents in matters relating to organization and administration of the Extension home economics program.
Personnel	Counsels with the District Agricultural Agent in regard to recruiting, choosing and employing home economics agents.
	Handles the home economics agent applications from the time the application is made until the application is approved.
	Advises students of careers in Home Economics.
	Visits colleges in the interest of employing home economics agents.
Public Relations	Works with organized groups related to home economics Extension such as Clovia, Smurthwaite House, etc.
	Participates in IFYE program - visits with new IFYE's, interviews potential delegates.
	Participates in University Extension Club.
	Assists agents in understanding their role with Extension leaders, public officials, key people in the county and all lay people.
	Serves as a speaker for Home Economics Achievement Days, 4-H events and speaker for groups outside Extension.
Reporting	Assists agents with reports: monthly, annual, executive board, advisory committee.
	Supervises the County Home Economics program by reading the monthly and annual reports.
	Prepares the individual district agent's reports for the Department of County Operations.
	Assists with judging 4-H record books eligible for state recognition.
Liaison	Serves as liaison person between County Home Economics Agents and the subject matter specialists.
	Serves as liaison person between Home Economics Agents and state administration.

Serves as a representative of Home Economics Extension in the curriculum study, College of Home Economics.

Serves as the Home Economics Extension representative on the committee for Women's Activities, Farm City Week.

Assists Extension Information Department with preparation and distribution of Home Economics Extension materials.

Serves as liaison between the KHDAC (District Director) and the Home Economics Agents in the district.

Professional Improvement

Receives training each month from State Leader, Home Economics, for home economics programs (supervisors meetings).

Receives training at Regional Supervisors Conference.

Receives training from State Leader, Field Operations.

Studies professional magazines and attends meetings to improve professionally.

Participates in Kansas Home Economics Association meetings, serves on committees of the Association.

QUALIFICATIONS

Knowledge of objectives and philosophies of the Kansas Extension Service.

Knowledge of policies of Kansas State University Extension.

Understanding of the methods and procedures of informal, adult education.

Ability to act as Extension Home Economics representatives in the various liaison responsibilities.

Ability to plan, organize and carry out educational programs.

Ability to interpret facts and relate them to Extension Home Economics program.

Knowledge of work being done in the area of home economics in the county.

Knowledge of sources of information.

Ability to interpret county home economics programs to the specialists concerned.

Knowledge of information needed in developing a four year county program.

Ability to coordinate home economics with other areas of Extension.

Ability to teach home economics programming to home economics agents.

Ability to provide guidance in professional growth to home economics agents.

Ability to assist county personnel in making reports.

Ability to plan with others an effective training program for home economics agents.

Knowledge of the job of a home economics agent.

Ability to listen to others.

Ability to speak to various type audiences.

Ability to write and to communicate through writing.

Continue interest in and work toward self-improvement.

Ability to counsel with agents.

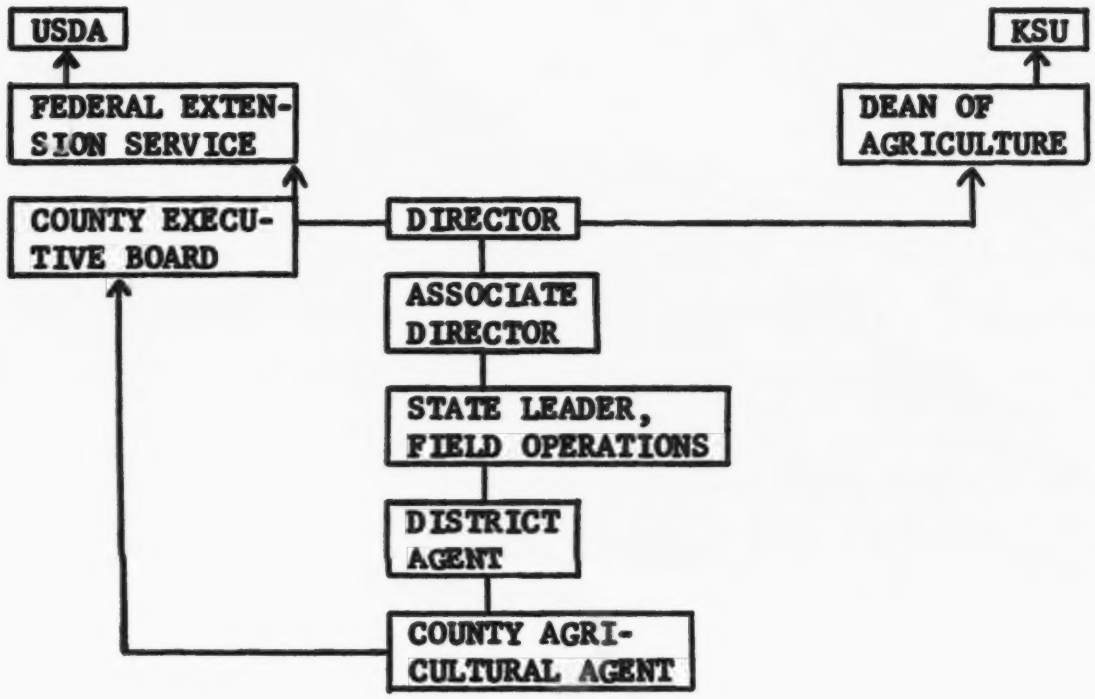
JOB ANALYSIS - COUNTY EXTENSION AGENTS

JOB

County Agricultural Agent and Director of County Extension Service.

LOCATION IN THE ORGANIZATIONAL STRUCTURE

The county agricultural agent is responsible to the Executive Board of the County Extension Council and the State Director of Extension through the District Agent, State Leader of Field Operations, and the Associate Director.



NATURE AND PURPOSE OF WORK

As county director, the county agricultural agent is responsible for the development of a unified, well-balanced, informal educational program. The program should incorporate the findings of science and technology for the improvement of family living, economically, socially and culturally. He coordinates the work of all agents in the areas of agriculture, home economics, 4-H, and related fields.

MAJOR DUTIES

Administration

Organization

Maintains legal organization.

Holds elections in townships and cities.

Holds annual meeting to elect executive board.

Holds regular board meetings.

Determines Extension program.

Trains council members.

Plans for additional office space, equipment, and additional positions.

Financing

Assists in preparation of budget and supervises budget expenditures.

Submits financial reports.

Purchases supplies and equipment.

Reviews audit.

Office Management

Plans for adequate office space for staff.

Supervises personnel.

Prepares and submits weekly, monthly and annual reports.

Makes necessary correspondence.

Holds staff conferences and coordinates Extension programs.

Maintains and trains secretarial staff.

Interviews applicants for secretarial and personnel positions.

Arranges for meetings.

Programming

Planning

Develops situation material and analyzes research materials.

Determines needs (agent's and people).

Plans program with council, committees and leaders (annual and long time program).

Prepares visuals and other materials for the Extension program.

a. Requests visuals and other materials from appropriate state staff members of other sources.

Execution	Trains leaders.
	Informs public by mass media meetings, demonstrations, letters, personal contacts, leader contacts with neighbors, tours, displays, publications, experienced cooperators, schools.
	Cooperates and coordinates with agencies, industry and local resource people. a. Uses available information on production, marketing, distribution.
	Provides technical information. a. Involves research people, specialists, representatives of industry, local resource people.
	Coordinates communication on recommendations between resident staff, Extension specialists and county personnel.
	Conducts depth training schools.
Evaluation	Determines public acceptance.
	Observes changes of attitudes and behaviors.
	Analyzes reports.
Public Relations	Maintains liaison with county, state, and national officials, organized groups, and individuals.
	Handles correspondence promptly.
	Conducts an acceptable Extension program by asking for and offering mutual services, materials, money and leadership: thus creating and maintaining a favorable image of the County Extension Service.
	Provides leadership for creating an awareness of the opportunities available to all people through Cooperative Extension.
	Maintains a businesslike office.
	Maintains a cordial and courteous atmosphere at all times.
	Coordinates recommendations between county, state Extension staff, and residential staff.
	Maintains a cooperative understanding between Extension and all other governmental agencies.
	Gives recognition for achievement.

Gives recognition for contributions to the Extension Service.

Gives recognition for meritorious service.

QUALIFICATIONS AND SKILLS

At least a bachelor's degree in agriculture or some related field.

Maintain professional acceptance as an agent.
a. In-service training
b. Work towards advanced degree
c. Attend professional meetings and tours
d. Individual study and reading

Have a genuine desire to be of service to people.

Gain and hold confidence and respect of associates.

Have ability to motivate or develop leadership traits in people.

Have knowledge of subject matter.

Have background experience that would compliment the position.

Skill in communications.

Knowledge of social sciences.

Ability to organize.

Knowledge of Administration.

JOB	County Home Economics Agent.
LOCATION IN THE ORGANIZATIONAL STRUCTURE	Department of County Extension Operations (Project 8).
NATURE AND PURPOSE OF WORK	The county home economics agent is responsible for providing leadership in the development of the County Home Economics Extension Program and the teaching of subject matter for adults and youth.
MAJOR DUTIES	
Administration and Organization	Plans and carries out Extension program.
	Cooperates in improving organization and efficiency of county office.
	Cooperates with co-workers for total county program.
	Participates in annual, budget and monthly executive board meetings.
	Participates in weekly office conference.
	Assists in planning and holding township elections.
	Secures judges for county events.
	Organizes and oversees fair activities such as arrangements, exhibits, clean-up, etc.
	Supervises county groups at county, district and state events.
	Files pertinent subject matter information.
	Helps organize county committees for county awards and screening of 4-H record books.
	Plans use of own time, energy and equipment.
	Participates in district and state Extension events.
	Organizes and participates in county events.
	Keeps 4-H officers and unit officers informed.
	Recruits leaders to assist with the program.
	Arranges for suitable meeting facilities.
	Cooperates with other agents in policy making for youth and adult program.
	Assumes leadership in expanding the clientele, in organizing new groups (formal and informal).

Secures resource people for teaching.

Orders supplies for Home Economics Program.

Programming

Understands the local situation and problems.

Assists local leaders in analysis of the situation, recognition of problems and means of solving them.

Assumes leadership and works with county resource people, specialists, district supervisors and county Extension staff to develop yearly and long-time programs to meet needs of the people in the county.

Assembles and writes yearly and long-time programs.

Reports final program plans to those who have been involved in the program planning.

Legitimizes the County Extension Program by securing the approval of the County Executive Board.

Confers with specialists at summer conferences to finalize program for the coming year.

Coordinates the county program with other agencies.

Plans to include exchange teaching and coordinates in scheduling of state staff and other resource people to carry out the Extension program.

Assists other women's organizations with program planning.

Leadership Development

Understands county situation and problems in all phases:
- Agriculture
- Home Economics
- Youth Work

Helps develop interest, talents and abilities in people.

Provides opportunity for experience in leadership.

Selects and uses appropriate teaching methods.

Meets with and prepares materials for County Planning Committee.

Trains adult leaders in subject matter.

Trains youth leaders in subject matter.

Trains community leaders in 4-H organizational procedures, philosophy of 4-H and understanding youth.

Trains 4-H and Home Demonstration Unit Officers to fulfill their responsibilities of elective offices.

Trains Home Economics Advisory Committee in their respective duties.

Assists in training County Agricultural Extension Council members in their responsibilities.

Trains fair assistants to assume responsibilities assigned to them.

Education

Prepares teaching plans and visuals.

Applies new research and information in home economics and other related areas as prescribed in the Kansas Home Economics Project Agreement.

Extends home economics information to the public through all practical methods including:

a. Leader training for unit leaders.
b. Agent training in Home Demonstration Units.
c. Public demonstration talks.
d. Radio.
e. Television.
f. Newspapers.
g. Telephone calls.
h. Office calls.
i. Home visits.
j. Newsletters.
k. Program meetings.
l. Workshops.
m. Special interest meetings.
n. Home improvement tours.
o. Distribution of bulletins.
p. Displays.
q. Result demonstrations.
r. Field trips.
s. 4-H and home economics style reviews.
t. 4-H judging schools.
u. 4-H demonstrations.
v. Loaning 4-H judging classes to project leaders.
w. Fair judging.

Public and Human Relations

Cooperates with local, county, district and state personnel to carry out local, county, district and state events.

Informs public, executive board, T.V., radio, and newspapers of Extension activities and program.

Promotes other programs such as mental health, health, safety, civil defense, international relations, cultural development and public affairs.

Becomes acquainted with other professional people.

Provides transportation to district and state events.

Cooperates with other state and national organizations as follows:

a. Health Organizations (such as Heart Association)
b. K.H.D.C.
c. National Extension Home Economics
d. Charitable Organizations
e. A.C.W.W.
f. National Safety Council
g. Highway Safety Programs

Cooperates with continuing education section of Kansas Extension Service in their program.

Links State and Federal Extension with the people in the county.

Encourages girls to further their education beyond high school.

Recognizes achievements and contributions of individuals and groups.

Evaluation and Reports

Prepares yearly plan of work.

Prepares long time plan of work.

Reviews and analyzes results of the current 4-H and Home Economics Program and events in order to improve future programs.

Prepares monthly narrative and statistical reports.

Prepares and presents reports to Executive Board, Home Economics Advisory Committee and 4-H Council.

Analyzes satisfactions.

Professional Improvements

Trains for subject matter lessons.

Participates in Induction Training.

Attends In-Service Training sessions.

Attends university short courses.

Reads professional magazines and books.

Reads current newspapers and magazines.

Attends Annual Conference.

Participates in local, state and national professional organizations.

Works toward advanced degrees.

Conducts own informal research to help answer questions of families.

Maintains good personal appearance.

Other Duties As Assigned

Participates in district and state committees.

Serves as a trainer agent.

Routine Chores

Office janitor.

Coffee making.

Janitor 4-H building.

Taxi driver.

Secure movie projector.

Slides and screen.

Handle P.A. System.

Transport youth and adult delegates.

Set up tables and chairs.

Organize and collect 4-H records for judging by committee.

Order food supplies for committee meetings, etc.

QUALIFICATIONS

Abilities

To obtain and interpret facts and trends.

To plan and organize work.

To work with people individually and in groups.

To assimilate and evaluate information.

To assume responsibility.

To accept criticism as well as compliments.

To act in an administrative capacity.

To plan, lead and direct an educational program toward improved standards of living.

To use oral, visual and written communications.

To exercise integrity, tact and judgment.

To lead and motivate people.

To possess self-confidence.

To exercise mature judgment and respect for the values of others with whom she works.

To understand basic wants, needs and desires of people.

To maintain high moral character.

To write reports which will be of value.

To exercise skill in teaching.

To organize and manage one's personal resources such as time, energy and health.

To maintain an attractive and efficient office.

To evaluate.

To appear well groomed.

To sustain good health.

To project enthusiasm.

Attitudes

Creativeness and ingenuity.

Empathy, sympathy and vision.

Self confidence.

Keen sense of humor.

Willingness to work.

Enjoyment in helping people, both adults and youth.

Interest in personal improvement.

Keen interest and enthusiasm in Extension work as a profession.

Possession of physical, mental and emotional stability.

Knowledge

Subject matter in the home economics area.

County program.

Federal and state legislation, policies and regulations related to Extension work.

Human relationship.

County situation, land area and its people.

	Structure, aims and objectives of other organizations.
	Skill in determining the type of information needed and knowledge of where to obtain the needed information.
Skills	Drive a car.
	Organize materials.
	Demonstration process.
	Decision making.
	Public speaking.
	Operate movie, slide projector and camera.
Training	Bachelor of Science degree a minimum requirement.
	Courses in Home Economics Extension work and Technical Information.
	Knowledge of Extension Organization and Policies.

JOB	County Club Agent.
LOCATION IN THE ORGANIZATIONAL STRUCTURE	The county club agent is the administrator of the 4-H club phase of the County Agricultural Extension Program. He is responsible to the people in the county, the University and U.S.D.A. More directly, he is responsible to the County Agricultural Extension Council Board and the district agent as a representative of the land-grant university. In the areas where the county director is designated, he is responsible to him directly for the 4-H program in the overall Extension program.
NATURE AND PURPOSE OF WORK	He is responsible for the organization, planning, and execution of the program. This includes, training of the leaders, program development, membership promotion and various other programs. He is the image of the youth program and is therefore responsible for the organization of programs.
MAJOR DUTIES	
Program Development	Assists local clubs with planning yearly programs. Plans and directs county events - club days, fairs, spring shows, camps, achievement programs and contests. Assists in revising project programs and developing new projects. Advises and counsels with 4-H council and county advisory committee. Administers 4-H awards and recognition programs. Helps start planning groups, determines programs and policies, - both long and short time programs. Promotes participation in state events and programs - Roundup, camp, conference, IFYE. Counsels with local club advisory committees on program development.
Leadership Development	Recruits adult and junior leaders. Counsels with and trains local clubs' advisory committee concerning their leadership responsibilities. Trains adult leaders (community and project).

	Plans and conducts leadership recognition programs and events - achievement banquet, leader pins, etc. for individuals, clubs and families.
	Trains junior leaders.
	Trains local 4-H club officers.
	Trains 4-H representatives for recruitment and membership promotion.
	Promotes interest in leadership training opportunities.
Public Relations	Utilizes mass media to inform and promote 4-H club work.
	Maintains good working relationship among 4-H public - donors, sponsors, co-commissioners, business firms, civic groups, schools and similar groups.
	Coordinates and cooperates with county and state staff, executive county board and other agencies.
	Coordinates and cooperates with other youth organizations.
	Creates and maintains a proper image of the 4-H program and personnel.
	Keeps leaders and members informed through newsletters, personal contacts, telephone and other means of communication.
Professional Improvement	Takes advantage of in-service training opportunities.
	Up-dates professional ability through additional academic work.
Evaluation and Reporting	Prepares daily, monthly and annual reports.
4-H Club Organization and Administration	Helps organize local clubs (membership).
	Promotes interest in 4-H club program.
	Assists with township elections.
	Coordinates work of 4-H council.
	Assists in development of local club advisory committees.
	Works with Y.M. and W. and other youth groups.
	Transports and supervises 4-H youth and adults at county, district and state 4-H events.

Prepares for and holds training meetings.

Counsels and leads members and parents.

Trains secretaries to become familiar with 4-H material and programs.

Administers county-owned buildings and equipment.

QUALIFICATIONS

Abilities	To plan.
	To motivate.
	To get along with people - a desire to work with, understand, and gain confidence of.
	To adapt to change - optimistic attitude, sense of humor.
	To teach.
	To listen.
	To work with other staff members - pleasing personal appearance.
	To lead.
	To delegate responsibility.
	To exercise good sound judgment.
	Physical, mental and emotional ability.
Skills	Public relations.
	Organizing.
	Communication.
	Public speaking.
Knowledge and Appreciation	Of subject matter.
	Extension.
	4-H philosophy.
	Human needs and wants.
Requirement	B.S. degree.

ERIC Clearinghouse
MAR 19 1968
on Adult Education